

**Lumber City Development Corporation
Minutes of the Board of Directors**

**November 18, 2020 Board Meeting
500 Wheatfield Street
North Tonawanda, NY 14120**

The meeting of the Lumber City Development Corporation (LCDC) was called to order at 5:35 p.m. by Chairman Taylor at 500 Wheatfield Street and also via video conference (VTC). Roll Call was taken, and the following Directors were present:

Joe Fonzi (VTC)	Ed Janulionis (VTC)	Art Pappas (VTC)
April Gampp (VTC)	Garry Krause	Brian Pettit (VTC)
Dave Gross (VTC)	Nick Maniccia (VTC)	Robert Schmigel (VTC)
Amber Holycross (VTC)	Andrea Moreau	Douglas Taylor

Excused: Mitch Banas
 Stacy Kubit
 Joe McMahon

Also Present: Community Development Director Michael Zimmerman
 Planning & Development Specialist Laura Bernsohn

Minutes Review

The minutes from the October 21, 2020 Board Meeting were included in the Board packet. The board took a few minutes to review them. Director Pettit noted the HR section note was cut off. There were no additional questions or comments.

Resolution: Moved by Director Moreau

That the Board of Directors approves the minutes of the October 21, 2020 Board Meeting.

Seconded by Director Pettit and unanimously approved.

Treasurer's Report

The October 2020 report was included in the Board packet. Director Moreau went over the details and answered all questions. The report indicated a total in all accounts to be \$603,169.66

A/R Aging Summary: Michael Zimmerman went over the A/R Aging Summary and answered all questions.

Resolution: Moved by Director Janulionis,

That a motion is made to approve the October 2020 Treasurer Reports.

Seconded by Director Moreau and unanimously approved.

Committee Reports

Projects Review: The Projects Review Committee held a meeting on November 4, 2020. Minutes from the meeting were included in the Board packet. Director Fonzi reported on the meeting and answered all questions.

LCDC Project Summary Report: The October 16, 2020 report was included in the board packet. Michael Zimmerman went over the details of the report and answered all questions. Laura Bernsohn provided updates for the 2020 Microenterprise Grant projects and answered all questions.

Finance/Loan/Audit: The Finance/Loan/Audit Committee held a meeting on November 5, 2020. Minutes from the meeting were included in the Board packet. Michael Zimmerman went over the details of the meeting and answered all questions.

Microenterprise Request: Included in the minutes were details of the grant request for Little Black Heart Coffee

Resolution: Moved by Chairman Taylor,

That a motion is made to approve a Microenterprise Grant for Little Black Heart Coffee in the amount of \$20,000.00

Seconded by Director Moreau and unanimously approved.

Microenterprise Request Update: Laura Bernsohn reported that due to the location plans falling through the Microenterprise Grant for 3n2 Baseball Training Facility in the amount of \$35,000.00 would be cancelled.

2021 LCDC Budget: Included in the Board packet was the 2021 budget. Michael Zimmerman went over the details of the budget and answered all questions.

Resolution: Moved by Director Moreau,

That a motion is made to approve the 2021 LCDC Budget

Seconded by Director Gross and unanimously approved.

Human Resources: The Human Resources Committee held a meeting on November 16, 2020 Director Pettit went over the minutes and answered all questions.

2021 Salary Recommendations: Laura Bernsohn was asked to leave the room and the salary recommendation document was distributed to the Board. Brian went over the recommendations and answered all questions.

Resolution: Moved by Director Moreau,

That a motion is made to approve the 2021 salary recommendations as outlined in document shared with the Board.

Seconded by Director Pappas and unanimously approved.

Marketing: The Marketing Committee conducted business via email. David Gross provided updates on all the marketing efforts and answered all questions.

Governance: The Governance Committee held a meeting on October 21, 2020 The minutes were included in the Board packet.

Old Business:

El Gringo OCR Administration Services: On October 7, 2020 the LCDC issued a request for proposal for grant administration services for the El Gringo Mexican Cantina. The responses were reviewed and the LCDC Staff made a recommendation to the Board. The Board discussed and Michael Zimmerman answered all questions.

Resolution: Moved by Director Moreau,

That a motion is made to award The Harrison Studio for the grant administration services related to the El Gringo Mexican Cantina Project at a fee not to exceed \$15,000

Seconded by Director Janulionis and unanimously approved.

General Services for Economic Development: On October 7, 2020 the LCDC issued a request for proposal for general services. The responses were reviewed and the LCDC Staff made a recommendation to the Board. The Board discussed and Michael Zimmerman answered all questions.

Resolution: Moved by Director Moreau,

That a motion is made to award The Harrison Studio for general services, for a three year contract to begin on 1/1/2021 and expire on 12/31/2023 at a fee not to exceed \$45,000

Seconded by Director Pappas and unanimously approved.

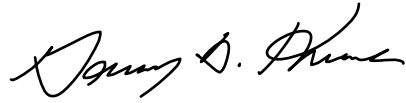
New Business:

Other Activities: 10/23 IMPACT grant submitted, 10/28 Canalway Recreation Hub, 11/2 Council Meeting, 11/12 Penrose kickoff call, 11/12 Erie Canalway Regional Heritage focus group, 11/18 Canalway Recreation Hub, 11/18 NYS Municipal Brownfields group,

The next LCDC Board meeting will be on January 20, 2021

There being no further business, a motion was made by Director Moreau to adjourn the board meeting at 6:26 p.m. Seconded by Director Pappas and unanimously approved.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Garry D. Krause". The signature is fluid and cursive, with a large initial "G" and "K".

Garry Krause
Secretary, LCDC
November 18, 2020